

Documents Checklist for General NIH R21 Submission

**** Note:** We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Program Solicitation. This checklist does not replace the Program Solicitation, as some Program Solicitations have special directions that supersede this standard checklist.

Proposal Number:	
Program Solicitation:	
Title:	
NIH Grants Website	https://grants.nih.gov/grants/oer.htm
Application Form Instructions:	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/research-forms-h.pdf

	Documents Required	Page Limit	NOTES
1	Cover Letter	N/A	<ul style="list-style-type: none"> Highly recommended, but not required (unless specifically stated in the Funding Opportunity Announcement)
2	Introduction	1 page limit	<ul style="list-style-type: none"> for RESUBMISSION or REVISION only
3	Project Summary/Abstract	30 lines	
4	Project Narrative	2-3 Sentences	
5	Specific Aims	1 page limit	
6	Research Strategy	6 page limit	
7	Bibliography & References Cited	N/A	<ul style="list-style-type: none"> Please include applicable PMCID
8	Biosketches	5-page maximum	<ul style="list-style-type: none"> Verify the current version/format is used Verify Section B title and entries are listed in reverse chronological order (newest to oldest)
9	Facilities & Other Resources	N/A	
10	Equipment	N/A	
11	Resource Sharing Plan	N/A	<ul style="list-style-type: none"> Please follow NIH's Data Management and Sharing (DMS) Policy effective January 25, 2023

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12	Protection of Human Subjects (If applicable)	N/A	
13	Inclusion of Women and Minorities (If applicable)	N/A	
14	Inclusion of Children (If applicable)	N/A	
15	Planned Enrolment Report. (If applicable)	N/A	
16	Vertebrate Animals (If applicable)	N/A	
17	Letters of Support	N/A	<ul style="list-style-type: none"> • Verify no active hyperlinks
18	Budget Justification	N/A	<ul style="list-style-type: none"> • Must be Personnel Justification • Use Narrative Justification for justifying DMS costs
19	Authentication of Key Biological and/or Chemical Resources	1 page limit	
20	MPI Leadership Plan (If Applicable)	N/A	
21	Data Safety and Monitoring Plans (If applicable)	N/A	

NIH R21 Budget

BUDGET: Modular - R21 Budgets must be modular

DIRECT COSTS: Modular budget: Less than \$250,000/year. Budget is built on modules of \$25,000.

YEARS: 2 YRS MAX

JUSTIFICATIONS -

PERSONNEL: Effort in Calendar Months; List Role

CONSORTIUM: Only needed for a SUBAWARD; Effort in Calendar Months; List Role

NARRATIVE: Needed if budget amount is not the same all years. Use for DMS costs, even if costs are \$0.

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NIH Formatting Paper Size and Margins

- Use paper size no larger than standard letter paper size (8 ½" x 11", or 11" x 8 ½").
- Font must be 11 points in size or larger, and generally Arial, Georgia, Helvetica, or Palatino Linotype.
- Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.